



## **Request for Proposals**

**By**

**City of Concord, Owner**

**For**

**POPLAR TENT ROAD 24" WATER  
LINE EXTENSION**

**April 12, 2017**

## **I. OVERVIEW AND PURPOSE**

The City of Concord is soliciting proposals from qualified engineering consultants to provide permanent easement documents (i.e. plat maps, metes & bounds/legal descriptions, condemnation documentation) and construction contract documents (i.e. design drawings, up-front/technical specifications package, permitting documents) to be used for bidding purposes for the proposed Poplar Tent Road 24-Inch Water Line Extension project. In addition, the engineering consultant will be asked to answer design and/or constructability related questions during the bid phase of the project.

This particular project is located along Polar Tent Road entirely, and extends from just east of International Drive to the Eva Drive/Rock Hill Church Road intersection. The total length of the 24-inch water line along Poplar Tent Road is approximately 4,300 linear feet, and this new water line shall be tied into the existing 24-inch water line at International Drive and the existing 24-inch water line at the Eva Drive/Rock Hill Church Road intersection.

The inclusion of this particular project in the City's draft FY 2018-2022 Capital Improvement Program was a result of findings in the recently completed 2015-2016 Water Master Plan project that involved field data collection and evaluation, and the final collaboration of the City's new water model. Our purpose is to obtain expert professional, technical and advisory services at the discretion of the City of Concord for designing water infrastructure within the project limits referenced above. This Request for Proposals (RFP) may be responded to by an individual firm or joint venture (team).

## **II. SCOPE OF WORK**

The consultant selected may be asked to provide any or all of the following services:

- Topographic survey within the existing NCDOT right-of-way along the south side of Poplar Tent Road between International Drive and Eva Drive.
- Property surveys (i.e. corner pins, stakes) and verification of existing parcels on the south side of Poplar Tent Road between International Drive and Eva Drive.
- Completion of plat maps showing adequately sized proposed permanent easements and temporary construction easements for the installation of the 24-inch water line by a registered Professional Land Surveyor in the state of North Carolina. This work may also include the completion of metes & bounds/legal descriptions, along with any other necessary documentation for potential condemnations, including but not limited to, a full property survey. The final plat maps shall be submitted to the City's Engineering Department staff in electronic format, including the AutoCAD (Release 18 with Civil 3-D) conversion to ArcGIS shapefiles.
- Completion of construction contract documents (i.e. design drawings, up-front/technical specifications package, permitting documents) by a registered Professional Engineer in the state of North Carolina to be used for bidding purposes and construction of the project. This work will include the completion of an engineer's cost estimate based on the completed and approved contract documents. The final design drawings shall be submitted to the City's Engineering Department staff in electronic format, including the AutoCAD (Release 18 with Civil 3-D) conversion to ArcGIS shapefiles.
- Provide answers to design and/or constructability related questions during the bid

phase of the project.

Questions concerning the scope of this project should be directed in writing to Sid Talbert, Purchasing Manager at the address below. Any amendments to this RFP shall be made in writing and distributed as an addendum.

Sid Talbert, Purchasing Manager  
Alfred M. Brown Operations Center  
850 Warren C. Coleman Blvd S.  
P.O. Box 308  
Concord, North Carolina 28026  
704-920-5441 (Office)  
704-785-8856 (Fax)  
E-mail: talberts@concordnc.gov

**Firms shall have no contact related to this project with elected officials or City of Concord employees other than as directed herein, during this RFP process.** Any such contact will subject the firm to immediate disqualification for consideration for this project. At the option of the selection committee interviews may be held with selected applicants if it is determined to enhance the selection process.

### **III. SUBMITTAL REQUIREMENTS**

The proposal submitted shall be in a sealed package and received in accordance with the instructions detailed in this RFP.

The selection of the firm will be based on the totality of the qualifications of the firm as presented in the detailed qualifications statement. The presence or absence of one or more of the items listed below, except for those items required by law, shall not be totally disqualifying but shall be taken into consideration as a portion of the totality reflecting positively or negatively on the qualifications of the firm. Qualification statements should clearly and concisely address the following:

1. **Coversheet:** List project title, the name of your firm, and the name, address, e-mail, fax number, and telephone number of a contact person for questions concerning this proposal.
2. **History of Firm:** Provide a brief history of your firm.
3. **Experience of the Firm:** Provide a narrative of your firm's prior experience and qualifications. The narrative should contain information on projects similar to the proposed Poplar Tent Road 24-Inch Water Line Extension project requested by Concord in this RFP. Specifically, list similar water line design projects that your firm has completed for local governments in the Southeast and include scope of project, date, firm's project manager and contact name and number of people in local government who can speak on the project and your firm's work performance. Provide information as to your firm's ability to finish projects within budget and within the project time limits.

4. **Project Team:** Provide information related to the project manager, key personnel, and any sub-contractors who will be involved with Concord's proposed Poplar Tent Road 24-Inch Water Line Extension project. Include the office location of each staff member and sub-consultant that will participate and what their role will be on the various work items. Provide a brief resume for each person listed including experience on similar projects. We will require detailed information concerning the project manager, including their length of time with this firm and detailed experience in the role of project manager. Describe what other work commitments the proposed team has and state the time the team has to dedicate to Concord.
5. **Process and Work Plan:** Describe the process and work plan that your firm would use to complete the different steps outlined in the scope of work referenced earlier in this RFP, including how your firm would gather and assess all necessary information. Also describe the document development (i.e. plat maps, metes & bounds, legal descriptions, design drawings, construction contract documents) effort and how your firm would determine cost/benefits.
6. **Legal, Safety, Insurance, and Financial:** The firm's submittal shall provide documentation of any history of litigation associated with project performance or professional liability. A short statement of any safety problems that the firm may have encountered in projects designed or inspected. A statement or other information to describe the firm's general financial standing and current insurance coverage.
7. **Other Supporting Data:** Include any other information you feel to be relevant to the selection of your firm for this RFP.

#### **IV. QUALIFICATION STATEMENT DEADLINE**

The main content of the submission shall be limited to 15 pages, of standard 8½" by 11" printed size, and single-spaced. Larger formatted pages are not allowed. The printed copy of the submission shall be double sided and stapled together on the top left portion of the pages. Please note that the front and back cover pages are not considered a part of the 15 page submittal. Submissions exceeding the 15 page limitation will not be considered.

**ELECTRONIC AND PRINTED SUBMITTALS. One (1) electronic copy and one (1) printed copy of the statement of qualifications is due no later than 2:00 p.m. EST on May 15, 2017 at the address shown below.** The electronic copy must be submitted in PDF format on a CD-ROM, DVD, or portable USB storage device. The electronic media submitted will not be returned. No email submittals will be considered. No statement of qualifications will be accepted after the due date and time. Should the City of Concord choose to conduct interviews with selected qualified firms, those particular firms will be contacted by City staff in order to schedule the interviews. The City reserves the right to reject any and all statements of interest.

Envelopes containing proposals shall be marked as follows:

\_\_\_\_\_  
(Your Company Title)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Address)

To: City of Concord  
Attn: Sid Talbert, Purchasing  
Manager 850 Warren C. Coleman  
Blvd. S.  
P.O. Box 308  
Concord, NC 28026  
RFP Poplar Tent Road 24-Inch Water Line Ext.

## V. SELECTION CRITERIA

The considerations below will be utilized for selection of the firm. Selection will be made after thorough review conducted by a City panel.

1. **Qualifications of the Firm, Including Personnel:** Preference shall be given to those firms and personnel with experience and training with similar projects.
2. **Overall Qualifications of the Project Manager and Project Team:** Staff will evaluate the project manager and those personnel that will be assigned to the Concord project, including the location of their office. Preference shall be given to project teams with specific experience in similar projects and any familiarity with the area and proposed projects.
3. **Proposed Process to Review Needs and Develop Sewer Master Plan:** The City team will evaluate proposals submitted with regard to process thoroughness described to complete all items outlined in the scope of work.
4. **Ability to Meet Time Frame Established:** Preference will be given to those firms that can meet the City's established time frame for completion of project with limited conflict of project staff from other projects.
5. **Response Capability, Budget Control, Meeting Deadlines, and Project Understanding:** Submitted examples of projects that your firm or team conducted shall be reviewed. The firm and team's ability to finish projects within budget and within the project time frame will be included. Examples reviewed will be within the last five (5) years. The firm's demonstrated ability to respond to the proposed projects is important.

The City of Concord selection panel may select one or more firms to interview based on the above criteria and recommend the top firm to the City Manager. Once the City Manager approves the recommendation, the selection panel will negotiate a contract fee with the top recommended firm to be approved by City Council. If a contract cannot be successfully negotiated with the top recommended firm, the panel will proceed to the second recommended firm, and so on until an acceptable contract is

negotiated. Any firms that are not selected will be notified.

## **VI. PROJECT SCHEDULE**

It is projected that City personnel will complete the interview process and make a recommendation of the top firm to the City Manager, including a completed scope of work and corresponding engineering consultant's fee, by late June of 2017. The contract with the top firm must be approved by City Council. Once the contract is approved by City Council and executed by the City Manager, a notice to proceed will be sent to the firm. The firm will then have approximately six (6) months to complete the survey and design phases of this project.

## **VII. CONTRACTING**

Any contract developed for this work shall be construed and enforced in accordance with the laws of the State of North Carolina. Any controversy or claim arising as a result of contracting shall be settled by an action initiated in the appropriate division of the General Court of Justice in Cabarrus County, North Carolina.

The selected firm will be expected to enter into the City's standard service agreement. This agreement is attached and any questions or comments should be communicated to Sid Talbert, Purchasing Manager, before they are selected as the consultant for this project.

## **VIII. EQUAL EMPLOYMENT OPPORTUNITY AND DRUG FREE WORK PLACE**

The local government of the City of Concord does not discriminate administering any of its programs and activities. The Firm (s) awarded the contract for work will be required to assure that no person shall be denied employment or fair treatment, or in any way discriminated against on the basis of race, sex, religion, age, national origin, or disability.

Although no percentage is assigned, it is an absolute requirement of the City that the project work site and work force be drug free and that associated individuals, including subcontractors, working on the project be free of prior or pending felony convictions, the qualifications statement should include a commitment to this requirement and an indication of the plan of the firm to ensure compliance with this requirement.